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7 May 1953

MEMORANDUM FOR: The CIA Career Service Board

SUBJECT: Training Policies Related to the Agency Career Service Program

I. General Statements:

1. In order that the function of training may be exercised more directly as an integral part of career service in CIA, it is proposed that the CIA Career Service Board review and approve the training policies set forth below.

2. Upon completion of CIA Career Service Board action, the Office of Training will incorporate the approved training policies in applicable Agency regulations.

3. The policies contained herein are deemed pertinent to the objective stated in paragraph 1 above, and are not intended to be all inclusive.

II. Training Policies:

1. Training shall be provided by the Agency only for personnel:

a. who declare their intention to make a career of service with the Agency;

b. whose qualifications indicate capability to meet the objective of the projected training;

c. whose projected training, as determined by the appropriate Career Service Board, will benefit the Agency either by increasing their capability to perform their current duty assignments more effectively, or by preparing them to undertake specified projected duty assignments requiring greater skill or responsibility;

d. whose projected duty assignment, upon completion of training, is officially established within the Agency.

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2. The selection of individuals for training in fixed-quota programs shall be on a competitive basis, and shall be made primarily in the interest of the Agency as a whole, and only secondarily in the interests of the Office or Staff and the individual, in that order. Quotas for such programs shall not be allocated to individual Offices or Staffs within the Agency.

3. Requests for training shall normally be based upon the recommendations contained in the individual's Personnel Evaluation Report(s) and the program for his career development recommended by the Career Service Board concerned.

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a. Requests for training, except for Department of Defense schools and colleges, may originate at any level, but shall require affirmative recommendation by the Career Service Board concerned and endorsement by the Office Head or Staff Chief in order to be considered for approval by the Director of Training.

b. Requests for training at Department of Defense schools and colleges may be originated by any individual who meets the basic qualifications required by such schools and colleges, and such requests shall be forwarded to the Director of Training through the Career Service Board and Office Head or Staff Chief concerned even though the recommendation of either or both is negative.

c. Requests for training at Department of Defense schools and colleges may also originate either within an Office or Staff Career Service Board, or the CIA Career Service Board, whenever it is determined that the future duty assignment of the individual requires such training. In such cases, the consent of the individual concerned shall be obtained prior to transmittal of the training request to the Director of Training.

d. Final decision on the selection of individuals for training shall be made by the Director of Central Intelligence or by the Director of Training as set forth below:

a. For training designed to broaden and develop high level executive, policy and planning skills:

(1) The Director of Training shall recommend to the CIA Career Service Board candidates for the top five Department of Defense colleges and for such other training programs as he deems of comparable level.

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(2) The CIA Career Service Board, acting as an Advisory Board, shall review the qualifications of candidates and list candidates in order of preference for the consideration of the Director of Central Intelligence.

(3) Final decision on the selection of candidates for training shall be made by the Director of Central Intelligence.

b. For all other training, final decision on the selection of individuals for training shall be made by the Director of Training, and will not be forwarded to the CIA Career Service Board.

c. The Director of Training may, in his discretion, and normally will, convene Advisory Boards to assist him in the recommendation or selection of individuals for training, as appropriate.

/s/ Matthew Baird

MATTHEW BAIRD  
Director of Training

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